



## CLASS "D" BARTENDER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
ROOM 105, 200 E. WELLS ST., MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: LICENSE @MILWAUKEE.GOV

**DEFINITION:** A license is required for any person who shall draw or remove any fermented malt beverage for sale or consumption from any barrel, keg, cask, bottle or other container in which fermented malt beverages shall be stored or kept on premises requiring a Class "B" license, for sale or service to a consumer for consumption in or upon the premises where sold; or one who shall sell or serve intoxicating liquor to customers upon premises operated under a retail Class "A" or Class "B" intoxicating liquor license or retail Class "C" wine license; or who shall sell bottled intoxicating liquors or bottled and canned fermented malt beverages on a premises requiring a Class "A" retailer's intoxicating liquor license or a Class "A" fermented malt beverage retailer's license.

**LICENSE PERIOD:** Biennial; license expires on December 31 in the year after the year in which it was granted.

**APPLICATION:** Complete, print, sign and submit application to City Clerk's Office License Division. If the applicant has completed the Responsible Beverage Server Course\*, a copy of the certificate should be submitted with the application. Applicants who have held a license in the last 2 years outside of the city of Milwaukee must provide proof of such, prior to the issuance of their license.

**LICENSE FEE:** \$75; must be submitted with application. Make checks payable to: *City of Milwaukee*.

**REQUIREMENTS:** Applicants must have attained at the time of filing the age of 18 years.

\*ALL NEW APPLICANTS must successfully complete an approved Responsible Beverage Server Training Course, such as courses offered by the Milwaukee Area Technical College (414) 297-8370, or a similar approved course (see "Training" on the Wisconsin Department of Revenue's website at [www.dor.state.wi.us](http://www.dor.state.wi.us))

Applicants must provide proof of course completion by submitting a copy of the certificate to the License Division.

If it has been more than 2 years since the applicant has completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License, the applicant is considered to be a new applicant and subject to the requirement of completing a Responsible Beverage Server Course.

Applicants attending Wisconsin C.A.R.E., T.I.P.S. or N.R.A. training courses must have certificates or diplomas, which indicate that the course complies with ss. 125.04 and 125.17, Wis. Stats.

**FINGERPRINTING:** All new applicants whose fingerprints are not on file with the Milwaukee police department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7<sup>th</sup> St), Room 305 to be fingerprinted. If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file. *Renewal applicants do not need to be re-fingerprinted by the police department.*

**REFUNDS:** If an application is withdrawn or denied, you are eligible for a refund in the amount of \$50, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

**GRANTING:** The Common Council at regularly scheduled meetings, which are usually held once a month, grants licenses. It generally takes 5 to 6 weeks to process an application, provided you follow the above instructions in a timely manner. Please note that no meetings are held during the month of August. After a license has been granted, it will be mailed to the applicant's home address listed on the application.

**DENIAL/REVOCATION:** If the Common Council, due to a police record, denies a license, the applicant cannot reapply within 12 months of the date of denial.

Licenses may be denied or revoked by the Common Council if a bartender violates the law or fails to comply with the rules and policies established by the Common Council and the License Committee.

**DUPLICATE LICENSE FEE:** The fee for a duplicate license is \$8. You must bring current photo identification.

**PROVISIONAL LICENSE:** Those applicants who possess a current Class "D" Operator (Bartender) license from another state of Wisconsin municipality are eligible for a provisional license upon submission of a certified copy of the other municipality's current license and payment of an additional \$15 fee.



**City  
of  
Milwaukee**

**BARTENDER'S LICENSE APPLICATION**  
OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Applications that are incomplete or submitted without the required \$75 license fee will be returned. Make checks payable to: *City of Milwaukee*.

<b>Legal Name:</b>			
First Name	Middle Initial	Last Name	Suffix (Jr. Sr., etc.)
List any other names by which you have been known on official records:			Date of Birth:
Address:			Apt. #
City		State	Zip Code
Mailing Address, if different from above:			
Home Phone Number ( ) -		Cell Phone Number ( ) -	
<b>WITHIN THE LAST TWO YEARS HAVE YOU:</b>			
Held a bartender's license or Class "B" Manager's License in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Held a Class "A" or "B" Alcohol Beverage license? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Completed a Responsible Beverage Server Training Course in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>If you answered 'No' to all three of the above questions, you must complete a Responsible Beverage Server Course. Proof of above must be submitted to the License Division before the issuance of the license.</b>			
<b>ESTABLISHMENT AT WHICH YOU INTEND TO BE EMPLOYED (IF KNOWN):</b>			
Business Name:		Address:	
<input type="checkbox"/> I wish to apply for a provisional license at this time. A certified copy of my current Class "D" Operator (Bartender) license from another Wisconsin municipality accompanies this application. (An additional \$15 fee is required.)			
<b>Signature</b> (Provisional License Only): _____ <b>Date:</b> _____			
The undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not.			
Every licensee is required to read and understand all laws, ordinances, rules and regulations pertaining to the sale and dispensing of alcoholic beverages, including those listed in ch. 125, Wis. Stats., and ch. 90, Milwaukee Code of Ordinances.			
I understand that if I am denied this license due to information contained on my police report, I cannot reapply for this license within 12 months of the date of the denial.			
<b>Signature</b> _____ <b>Date:</b> _____			
<b>Office Use Only:</b>			
Initials _____	Filed _____	License # _____	
Granted _____	Issued _____	<input type="checkbox"/> Beverage Course Completed	
If applicable: PBART # _____	<input type="checkbox"/> Certified Copy Attached	<input type="checkbox"/> Currently holds another License	

**If the license is denied or application withdrawn, \$25 of the application fee shall be retained for administrative and processing costs.**